



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, May 2, 2018

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 2, 2018
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 18, 2018.
2. Approve Register of District Invoices.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report
2. Sheriff's Office Report
3. CHP Report

E. LIAISON REPORTS

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the NPDES Permit Renewal related to the operations of the Wastewater Treatment Plant and Discharge of the Effluent.
2. Discussion and possible action regarding the Independent Special District Representative to the County Wide Redevelopment Agency Oversight Board Call for Nominations.
3. Discussion and possible action regarding Water Meter Installation Project / Payment Options.

H. MANAGER'S REPORT

I. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

J. GENERAL MANAGER'S REPORT

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting of May 16, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday April 18, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves.
2. Pledge of Allegiance – Led by President Graves.
3. Roll Call – All present with the exception of Director Leete.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for April 4, 2018.
2. Approve Register of District Invoices.

Motion by: Director Pease to approve the Consent Calendar

Second by: - Director Steele

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District report for the month of March. There was discussion regarding the number of vehicle accidents.

2. East Contra Costa Fire Protection District Presentation – PulsePoint/AED (Automated External Defibrillator).

Battalion Chief Ross Macumber – Provided the details regarding the presentation of the PulsePoint/AED related to community training - grants needed and funding sources. There was discussion regarding the need of the AED's, CPR, and the training within the community.

President Graves moved agenda item H-1 Update on Water Meter Installation Billing:

1. Update on Water Meter Installation Billing.

Finance Manager Breitstein – Provided the details regarding the Water Meter Installation Billing presentation related to an overview of the project, the projected and actual costs, the letters sent out to the residents, and an example of shared interest payment for residents financing.

There were 32 Public Comments Regarding the Water Meter Installation Billing

- State Mandated 2025 did not require a smart meter, cost of the meter, CSD could have waited, shared cost and switched to the type 1, 2, 3 (individual costs), communication to the residents,

Town should consider some way of paying all or part of the installation costs, why the short amount of time to pay, meters stolen, financing, who was observing the contractor, detailed (breakdown itemized bill), how were the figures determined, being transparent, how many bids were collected, who signed the bid, residents want to see the bid, who verified the bills, where did the 1.5m come from, neighbors have a different price for installation, price is outrageous, what was the payment to the contractor, payment of installation on a credit card, bill is not accurate, engineering cost increased, bill should be negotiable, survey of each property, extended due date, if everyone pays upfront who pays the balance including interest, length of time for the installation, what is the recourse for not paying the bill, construction costs, and was there a fixed bid.

President Graves – Thanked the Community for the comments and stated that the Board and Staff have difficult decisions to make.

Legal Counsel Attebery – Provided a background of the meetings regarding the Water Meter Project related to the residents request of a tier approach so there would be no sharing of cost, location of all material related to past meeting within the Agenda and Minutes section of our website, clear Ordinance No. 7 (Section 31) on the website which states an appeal process. Recommendation for Staff is to determine how to handle the Public Comment questions and to post on the Town Website, Transparency; the Town is attempting to-do so. Regarding liens and lawsuits (there is an appeal process), and a resident would have to exhaust their administrative remedies before suing a Public Agency. The recourse for non-payment is to turn off water, State Mandated timeframe of 2025; the decision of the Board was to ramp up the project due to the cost increase, these questions to be added to the Frequently Asked Questions that are on our Town Website.

There was discussion regarding the payment deadline of May 15, 2018.

Legal Counsel Attebery – The deadline for payment of May 15, 2018 should be included in the decision with Staff; make determination if there is an extension or not.

The discussion continued regarding the difference in cost; smart meter versus the standard meter, stolen meters (Virgil provided update, that was 10 years ago), Credit Card for payment (do not have that service in-house), prevailing wage, and a construction manager observed each meter installation.

President Graves thanked the public for attending the meeting; will address the comments as soon as possible.

There was a 5 minutes recess.

Legal Counsel Attebery – There may be a need for a Special Meeting; Staff can make some recommendations.

There was discussion regarding an itemized bill, response to the phone messages and immediately emailing an itemized list over to the resident requesting, percentage of residents paying upfront or financing, and clarity on the interest calculations.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of March 2018.

Project Manager Sadler – Provided the details of the March 2018 Monthly Operations Report.

F. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding Renovations to Community Center Swimming Pool and Replacement of Equipment/Chemical Building.

Parks and Landscape Manager Miller – Provided the details regarding the renovations to the Community Center Swimming Pool and replacement of the Equipment/Chemical Building. There was discussion regarding the need for a pool at the Community Center, previous repairs to the pool, and the necessity for the pool renovation.

Motion by: Director Steele to #1) Award pool renovation bid to Adams Pool Solutions in the amount of \$179,610, with a 15% contingency in the amount of \$26,942 and Community Center ADA upgrades in the amount of \$20,000, for a total project cost not to exceed \$226,552.00, #2) Approve staff to issue an RFP to remove and replace the swimming pool equipment/chemical storage building.

Second by: Vice-President Mayer

Vote: Motion Carried – AYES: 4 – President Graves, Vice-President Mayer, Director Pease, Director Steele, NOES: 0, ABSENT: 1 – Director Leete.

G. DIRECTORS' REPORTS

1. Standing Committee Reports.

Director Pease – Provided an update regarding the Parks and Recreation meeting related to the pool, enhancing the front entrance, and the Paws on Parade.

Vice-President Mayer – Provided an update regarding the P6 meeting related to the AED program, and Grants available.

2. Other Reportable Items.

H. MANAGER'S REPORT

1. Update on Water Meter Installation Billing – Moved before E-1 Monthly Water and Wastewater Report – Veolia.

I. GENERAL MANAGER'S REPORT

None

J. CORRESPONDENCE RECEIVED

1. Received – East Contra Costa Fire Protection District meeting minutes for March 5, 2018.

2. Received – State Route 4 Bypass meeting minutes for January 11, 2018.

President Graves – Noted that there are letters submitted in regards to the Water Meter Project and within the record.

K. FUTURE AGENDA ITEMS

None

L. ADJOURNMENT

1. The meeting adjourned at 9:00 p.m. to the regular meeting on May 2, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-23-18

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 02, 2018

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager



Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 127,915.28

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018.

AGENDA ITEM: C-2

For The Meeting On May 02, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18

Pacific Gas & Electric	\$67,781.99
J.W. Backhoe & Construction, Inc.	\$19,078.41
Luhdorff & Scalmanini	\$12,335.00
Stantec Consulting Services Inc	\$10,170.00
Freedom Mailing Service, Inc	\$4,594.69
Sierra Display, Inc	\$2,228.75
SDRMA	\$1,460.96
Town of Discovery Bay, CSD	\$1,302.32
MTM Recognition Corp.	\$1,284.45
TASC	\$1,016.64
Delta Fence Company, Inc.	\$867.00
Aflac	\$828.26
Matrix Trust Co TPA# 207	\$521.87
Ricoh USA, Inc	\$438.59
Univar	\$381.30
Watersavers Irrigation Inc.	\$364.15
Bill Pease	\$345.00
Chris Steele	\$345.00
Kevin Graves	\$345.00
Cintas	\$329.31
Neopost	\$300.07
Office Depot	\$293.72
ReliaStar Life Insurance Company	\$275.00
Delta Sun Times	\$250.00
William Mayer	\$230.00
Comcast	\$172.84
Zee Medical Service Company	\$150.13
Alhambra	\$77.85
Shred-It USA-Concord	\$59.92
County Of Contra Costa, Dept of Info Tec	\$51.50
UPS	\$26.57
Water Utility Customer	\$8.99
	<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> \$127,915.28



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

May 2, 2018

Prepared By: Gregory Harris, District Engineer, Herwit Engineering 
Submitted By: Michael R. Davies, General Manager

Agenda Title

NPDES Permit Renewal - Prepare a report of waste discharge and other documents to support renewal of the Town's NPDES Permit that covers the operations of the wastewater treatment plant and discharge of the effluent.

Recommended Action

Authorize Stantec to prepare the report of waste discharge and other supporting documents and coordinate items with Regional Water Quality Control Board in the amount of \$49,220.

Authorize the General Manager to execute all contracts and up to 10% change orders if needed.

Executive Summary

The Town's wastewater effluent leaving Treatment Plant No. 2 is pumped approximately one mile to Old River where it is discharged through diffusers into Old River. The discharge is regulated by the Town's National Pollution Discharge Elimination System (NPDES) Permit. This permit is under the EPA and is regulated through the California State Regional Water Quality Control Board, this permit must be renewed every 5 years.

The next permit renewal is due January 2019. The District in collaboration with Herwit Engineering, Stantec Consulting Services and the Regional Water Quality Control Board has started the permit process, which takes 3 to 4 months to complete.

This permit process will see a cost savings of \$5,680 from the current permit which was initiated in 2013 where the District paid \$54,900.

Fiscal Impact:

Amount Requested \$49,220
Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item -

Authorization for Preparation of Report of Waste Discharge and Permit Renewal in 2013.

Attachments

Stantec Proposal

AGENDA ITEM: G-1



Stantec Consulting Services Inc.
3875 Atherton Road
Rocklin CA 95765
Tel: (916) 773-8100
Fax: (916) 773-8448

April 16, 2018
File: 184030361

Attention: Michael Davies

Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Mr. Davies,

Reference: Town of Discovery Bay Wastewater Discharge Permit Renewal Assistance

In response to a request from the Town of Discovery Bay Community Services District (District) Engineer, Gregory Harris of Herwit Engineering, we are providing this letter proposal for services to assist in renewing the wastewater discharge permit for the Discovery Bay Wastewater Treatment Plant (WWTP).

The WWTP is currently regulated by Waste Discharge Requirements for the Town of Discovery Bay Community Services District Discovery Bay Wastewater Treatment Plant Contra Costa County, Order R5-2014-0073 (Order), adopted by the California Regional Water Board, Central Valley Region (Regional Water Board) June 6, 2014. The Order is set to expire July 31, 2019. As such, a Report of Waste Discharge renewal application (ROWD) is required to be filed no later than February 1, 2019.

Stantec proposes to assist in the preparation of a ROWD renewal application, and negotiation of a renewed Order in accordance with the following Scope of Services.

SCOPE OF SERVICES

Stantec will conduct the WWTP Order renewal tasks described below.

Task 1. Obtain and Review Background Information

Stantec will obtain from the California Integrated Water Quality System (CIWQS) available WWTP data necessary for completion of the ROWD required forms. Stantec will also prepare and provide to the District Engineer a data request that lists additional information and data required to complete the ROWD forms. Stantec will correspond with the District Engineer, as necessary, to obtain the requested information and data. It is assumed that all WWTP monitoring data, including effluent and receiving water characterization study data, have been uploaded to CIWQS as required by the Order. This task does not include any data entry by Stantec.

Estimated Budget: **\$5,820**



Reference: Town of Discovery Bay Wastewater Discharge Permit Renewal Assistance

Task 2. State and EPA Forms

Using the data and information obtained under Task 1, Stantec will complete the forms required to be included with the ROWD, including State Form 200, EPA Form 1, and EPA Form 2A. Form 2A requires the reporting of summary statistics for several parameters. Stantec will use the CIWQS data obtained under Task 1 to generate the required Form 2A summary statistics. In addition, Form 2A requires the presentation of expanded testing summary statistics for all parameters monitored. As a cost saving measure, Stantec will simply refer the reader of Form 2A to CIWQS for expanded testing results. Stantec has been successful in using this streamlined approach with other dischargers to greatly reduce the hours required to complete Form 2A. Also, as a cost saving measure, Stantec will provide a summary of effluent toxicity testing results in lieu of completing the detailed toxicity testing table in Form 2A. Stantec will provide draft forms to the District for review and comment followed by final forms for submittal to the Regional Water Board.

Estimated Budget: **\$10,850**

Task 3. Reasonable Potential Analysis

Using the data obtained from CIWQS in Task 1, Stantec will conduct a Reasonable Potential Analysis (RPA) by comparing maximum effluent and receiving water concentrations (from the current Order term) to the lowest water quality objective for each constituent monitored. The purpose of this effort is to identify in advance constituents that will be required to have effluent limitations in the renewed Order. The RPA is for internal purposes and will not be submitted to the Regional Water Board with the ROWD. If any new constituents are identified as requiring effluent limitations based on this RPA, original laboratory reports will be reviewed to make sure RP was not triggered because of quality assurance data outside of acceptability limitations. If any new constituents are identified as requiring effluent limitations in the renewed Order, Stantec will discuss with the District Engineer whether generating additional new data and/or requesting a time schedule for compliance would be appropriate.

Estimated Budget: **\$4,610**

Task 4. Nitrogen Compound Analysis

The current Order was based on a regulatory approach that the Regional Water Board is no longer following fully. The nitrate plus nitrate effluent limitation approach in the current Order is expected to remain unchanged in the renewed Order. However, for consistency with current Regional Water Board policy for regulating ammonia discharges in the Central Valley, the Regional Water Board is expected to adopt effluent limitations in the renewed Order based on 1999 ammonia criteria, instead of the 2013 ammonia criteria as used in the current Order. It remains to be seen whether the use of this current ammonia policy will result in a relaxation of current final effluent limitations on ammonia. Stantec proposed to complete a special analysis of current permit-term Old River ammonia, pH, and temperature data to determine if a reasonable case can be made for increasing the low effluent limitation on ammonia contained in the current Order.

Estimated Budget: **\$3,470**



Reference: Town of Discovery Bay Wastewater Discharge Permit Renewal Assistance

Task 5. Mixing Zone Update Discussion

With the District needing to take the existing diffuser out of service for planned improvements, Stantec proposes to provide the Regional Water Board with a summary of the facts and the District's intent to improve the effluent diffuser. In this way, the Regional Water Board can provide guidance on how to conduct the modifications while minimizing liability potentially associated with the diffuser improvement effort.

Estimated Budget: **\$810**

Task 6. ROWD Cover Letter

Stantec will draft a cover letter for inclusion with the submittal of ROWD forms (completed under Task 2). The letter will describe proposed changes to the renewed Order and justification for proposed changes, as appropriate. The cover letter will also describe any additional attachments, beyond the forms, to be submitted with the ROWD. Using the streamlined ROWD approach described in this Scope of Services, the cover letter will, in essence, be the ROWD, with attachments. Topics for discussion in the cover letter are expected to include ammonia limitations, nitrate plus nitrite effluent limitations, and future effluent diffuser rehabilitation/replacement plans. Stantec will provide the District Engineer with a draft cover letter for review and comment followed by a final cover letter for submittal to the Regional Water Board.

Estimated Budget: **\$3,180**

Task 7. Regional Water Board Correspondence

In our experience, open lines of communication with the Regional Water Board during the Order renewal process are essential. Before, during, and after the ROWD preparation, it is common for Regional Water Board staff to request information, data, or clarification regarding WWTP details. Stantec will work with Regional Water Board staff, and the District Engineer, to respond to any request for any supplemental information or data related to renewal of the Order. Discussions with Regional Water Board staff might also include negotiations regarding renewed Order language. Such discussions often continue right up to the issuance of a Tentative Order. It is most cost effective to submit a streamlined ROWD, as described in this Scope of Services, and let the Regional Water Board request additional information rather than attempt to anticipate and address all possible Regional Water Board concerns that might arise. Correspondence with the Regional Water Board is assumed to be in the form of email and telephone conversations, not in-person meetings. If responding to Regional Water Board requests results in a substantial effort, beyond the estimated budget for this task, Stantec will be glad to provide such services under Task 7 below or under separate authorization.

Estimated Budget: **\$4,160**

Task 8. Draft Order Review and Comment

After submittal of the ROWD, the Regional Water Board will issue a Preliminary Draft Order to solicit comments from the District to correct any factual errors. Stantec will review the Preliminary Draft Order



Reference: Town of Discovery Bay Wastewater Discharge Permit Renewal Assistance

and provide suggested comments for submittal to the Regional Water Board by the District. After receiving District comments on the Preliminary Draft Order, the Regional Water Board will circulate a Tentative Order for public comment. Stantec will review the Tentative Order and provide suggested comments for submittal to the Regional Water Board by the District. Stantec will also attend the Regional Water Board Order adoption hearing. It is assumed that the renewed Order will not be contested, and that no presentation will be required at the hearing.

Estimated Budget: **\$6,320**

Task 9. Contingency

Services under this task will only be provided following advanced approval by the District Engineer. This contingency task is included to cover any additional unforeseen services that might be necessary during the Order renewal process, or in response to specific compliance activities that might be included in the renewed Order. Such services might include extensive negotiation and/or analysis relative to nitrogen issues, preparation of an anti-degradation analysis, or facilitating site-specific dilution study activities that might be required by the renewed Order to allow the rehabilitation or replacement of the WWTP effluent diffuser.

Estimated Budget: **\$10,000**

Summary

Stantec proposes to provide the services described in this proposal on a time and materials basis in an amount not to exceed **\$49,220**, including contingency (Task 9).

Feel free to contact us if you have any questions.

STANTEC CONSULTING SERVICES INC.

Regards,

STANTEC CONSULTING SERVICES INC.

Steven L. Beck
Principal
Phone: (916) 773-8100
Steven.Beck@stantec.com

Eric Zeigler
Senior Environmental Scientist
Phone: (916) 773-8100
Eric.Zeigler@stantec.com



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

May 2, 2018

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Dina Breitstein, Finance Manager

Agenda Title:

Independent Special District Representative to the County Wide Redevelopment Agency Oversight Board Call for Nominations.

Recommended Action:

Consider forwarding a nomination for the Special District Representative to the County Wide Redevelopment Agency Oversight Board.

Executive Summary:

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (except Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j). When this occurs, each county’s Independent Special District Selection Committee (“ISDSC”) will be granted authority to appoint one special district representative to the county’s RDA oversight board.

On April 25, 2018, the Town of Discovery Bay received correspondence, from LAFCO Executive Officer Lou Ann Teixeira informing all Special District Representatives of the eligibility requirements and the process of appointment to nominate a candidate from each Contra Costa Special District to the Countywide Redevelopment Agency Oversight Board. As with the recent selection of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

Enclosed is a nomination form to be completed by the Town of Discovery Bay Board President or the Vice-President and returned to Contra Costa LAFCO by email or mail before the end of the nominating period, May 30, 2018.

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed by the committee. If two or more candidates are chosen, the LAFCO Executive Officer will prepare and deliver ballots and voting instructions sometime in June; at that time the Town of Discovery Bay Board President or the Vice-President will be the voting delegates on that ballot.

Fiscal Impact: None

Amount Requested \$
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Memo to Districts - RDA Oversight Board Election
 Special Districts Delegated Voting Officers 2018

AGENDA ITEM: G-2



DATE: April 25, 2018

To: Board Chair and Clerk, Each Independent Special District

FROM: Lou Ann Texeira, Executive Officer, Contra Costa LAFCO

SUBJECT: **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

BACKGROUND

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county’s Independent Special District Selection Committee (“ISDSC”) will be granted authority to appoint *one special district representative* to the county’s RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

ELIGIBILITY REQUIREMENTS

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District	Los Medanos Community Healthcare District
Ambrose Recreation & Park District	Pleasant Hill Recreation & Park District
Byron Brentwood Knightsen Union Cemetery District	Rodeo Hercules Fire Protection District
Central Contra Costa Sanitary District	Rodeo Hercules Sanitary District
Contra Costa Mosquito & Vector Control District	San Ramon Valley Fire Protection District
Contra Costa Resource Conservation District	Stege Sanitary District
Contra Costa Water District	West Contra Costa Healthcare District
East Contra Costa Irrigation District	West County Wastewater District
Ironhouse Sanitary District	

Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.

Your district's representative on the ISDSC is the presiding officer of the legislative body of the district (i.e., board chairperson) or an alternate board member, as appointed by your board. *See attached list used in the recent election for the LAFCO special district seats. Please provide updated information as needed. *We encourage all independent special districts to vote!*

SELECTION OF SPECIAL DISTRICT REPRESENTATIVE TO COUNTY RDA OVERSIGHT BOARD

Pursuant to Government Code §56332 *et seq.*, the LAFCO Executive Officer is giving written notice and calling for nominations for an independent special district member to the countywide RDA oversight board. As with the recent appointment of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

Enclosed is a nomination form to be completed by your special district's presiding officer, or his or her alternate as designated by your board. Please return this nomination form to Contra Costa LAFCO by email or mail prior to the end of the nominating period, **May 30, 2018**. Feel free to attach a brief resume and/or candidate statement (one page) of the nominee, if you choose.

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed by the committee. If two or more candidates are nominated, the LAFCO Executive Officer will prepare and deliver ballots and voting instructions to the districts. The nominee with the second most votes among all ballots received will be appointed "alternate."

SCHEDULE

The election schedule is as follows:

April 25, 2018	Start of Nomination Period
May 30, 2018	End of Nomination Period
May 31, 2018	Start of Voting Period
June 30, 2018	End of Voting Period
July 2, 2018	Ballots Counted
July 2, 2018	Results Announced

Contra Costa LAFCO encourages your district to participate in the election process. If you have any questions, please contact Contra Costa LAFCO by phone at 925-335-1094 or email LouAnn.Teixeira@lafco.cccounty.us.

Sincerely,

Lou Ann Teixeira, Executive Officer
Contra Costa LAFCO

Attachments:

- Nomination Form
- List of Independent Special Districts

c: Each Commissioner, Contra Costa LAFCO
Robert R. Campbell, Contra Costa County Auditor-Controller
Maureen Toms, AICP, Contra Costa County Department of Conservation and Development

**NOMINATION OF THE INDEPENDENT SPECIAL DISTRICT
REPRESENTATIVE TO THE CONTRA COSTA COUNTY COUNTYWIDE
RDA OVERSIGHT BOARD**

The _____ (District) is pleased to
(Name of Independent Special District)

nominate _____ as a candidate for the Special District
(Name of Candidate)

Representative to the Contra Costa Consolidated Redevelopment Oversight Board [***attach
brief candidate statement and/or resume (one page) if desired***].

I certify that:

- The nominee is an elected official or appointed to the District board for a fixed term;
- The nominee is not a member of the legislative body of a city or county (Government Code Section 56332(c); and
- The nominee is a member of a legislative body of an independent special district with Contra Costa County.

Signature

Print Name

Title

DATE: _____

This nomination form must be returned to Contra Costa LAFCO by May 30, 2018. Please email the completed form to Lou Ann Texeira at LouAnn.Texeira@lafco.cccounty.us or return by mail to Contra Costa LAFCO 651 Pine Street, 6th Floor, Martinez, CA 94553

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE 2018

DISTRICT	NAME	TITLE	BALLOT RECVD.	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	x	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	x	Mae Torlakson, Bd Member
B-B-K-U CEMETERY DIST	Barbara Guise	Chair		
BETHEL ISLAND MID	Bruce Smith	Board President	x	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	x	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT				
CENTRAL CONTRA COSTA SANITARY DIST	Mike McGill	Board Member	x	Dave Williams, Board Member
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Warren Clayton	Trustee	x	Darryl Young, Trustee
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	x	
CONTRA COSTA WATER DISTRICT	John Burgh	Director	x	
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassi	President	x	Kent Peterson, VP
DIABLO CSD				
DIABLO WATER DISTRICT	Edward Garcia	Presiding Officer	x	
TOWN OF DISCOVERY BAY CSD	Kevin Graves	President	x	Bill Mayer, Director
EAST CONTRA COSTA IRRIGATION DIST	Glenn Stonebarger	President	x	
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	x	
IRONHOUSE SANITARY DIST	Dawn Morrow	Board Member	x	
KENSINGTON FIRE PROTECTION DISTRICT	Janice Kosel	President	x	Laurence Nagel, VP
KENSINGTON POLICE PROT & CSD	Christopher Deppe	Board Member	x	
TOWN OF KNIGHTSEN CSD				
LOS MEDANOS COMMUNITY HEALTHCARE DIST	Patt Young	Board Member		
MORAGA-ORINDA FIRE DIST	Steve Anderson	Board Member, LAFCO Liaison	x	Brad Barber, President
MT. VIEW SANITARY DIST	Brian Danley	President	x	
PLEASANT HILL REC & PARK DIST	Bobby Glover	Board Chair	x	
RECLAMATION DIST (RD) 799				
RD 800	Tom Judge	Trustee	x	
RD 830	Chad Davisson	Board Member	x	
RD 2024	Don Wagenet	President		John Jackson, Trustee
RD 2025	David Forkel	Chairman	x	
RD 2026	David Forkel	Chairman	x	
RD 2059				
RD 2065	Coleman Foley	President	x	Thomas E. Baldocchi Sr. Thomas E. Baldocchi Jr.
RD 2090				
RD 2117	Joyce Speckman	Trustee		Sandra Speckman Kiefer, Trustee
RD 2121				
RD 2122				
RD 2137				
RODEO-HERCULES FIRE PROTECTION DIST	Bill Prather	Board Member		
RODEO SANITARY DISTRICT	Richard Frakes	Secretary	x	Angela Noble, Director
ROLLINGWOOD-WILART PARK REC & PARK DIST				
SAN RAMON VALLEY FIRE PROTECTION DIST	Matt Stamey	President	x	
STEGE SANITARY DISTRICT	Dwight Merrill	President	x	
WEST CONTRA COSTA HEALTHCARE				
WEST COUNTY WASTEWATER DIST	Sherry Stanley	Board Member	x	David Alvarado, VP

shaded and = voting delegate named & ballot received in recent election
shaded, no x = voting delegate named, no ballot received in recent election